

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

STATE OF HAWAII
ADMINISTRATION
PROCUREMENT
OFFICE
JUL 30 PM 3:15

TO: Chief Procurement Officer

FROM: DHS/HCDCH/RSS
(Department/Division/Agency)

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

To continue Mayor Wright Homes youth leaderships workshops, mentoring and academic skills building services for children 18 years of age or younger.

Name of Service Provider Pacific Gateway Center	Cost: \$12,000.00	Term of Contract: From: July 1, 2003 AUGUST 6, 2003 To: December 31, 2003
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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The Housing and Community Development Corporation of Hawaii (HCDCH) is currently applying for federal funds in the amount of \$300,000 for 3 years. Three proposals were sent in response to RFI-RSS-03-01 to help residents achieve economic self-sufficiency designed to address the specific needs of Mayor Wright Homes. Currently Pacific Gateway Center is coordinating services for the youth at Mayor Wright Homes until June 30, 2003. The request for \$12,000 will continue to provide services for the youth until the award of the new grant that expands services including youth programs, financial literacy, employment training/support and services targeted to Micronesians. During the six month period HCDCH is anticipating a successful approval to continue the youth and other activities in January 2004.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

A request for information (RFI-RSS-03-01) for services in 2003 to provide health and human services to public housing residents under the Resident Opportunities and Self-sufficiency program was solicited in May 2003. Three proposals were submitted in reference to this RFI. In particular the proposal submitted by Pacific Gateway Center provides four components: youth programs, financial literacy, employment training/support and services targeted to Micronesians as requested in the RFI. The other two proposals had some but not all components necessary to provide services under the Resident Opportunities and Self-Sufficiency program.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

Program Specialist-Prepare request
Resident Services Administrator-Review, edit and approve request
Executive Assistant-Review and approve request
Executive Director-Review and sign request

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Robert J. Hall
Acting Executive Director
Housing and Community Development Corporation of Hawaii

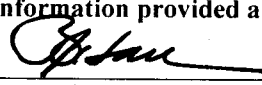
Barbara E. Arashiro
Resident Services Section Administrator
Housing and Community Development Corporation of Hawaii

Direct questions to:
Barbara E. Arashiro

Phone Number:
832-5900

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.


Department/Agency Head

7/9/03
Date


Director

Date

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements

☒ Approved

☐ Denied


Chief Procurement Officer

8/6/03

Date

cc: Administrator
State Procurement Office